



**POSITION VACANCY
JUDICIAL SECRETARY**
Job Announcement 2001-06

SALARY RANGE: **\$13,104.00 TO \$16,380.00**
 Salary will be adjusted according to work load

CLOSING DATE: August 29, 2001

LOCATION: Yellowstone National Park

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for a Secretary to US Magistrate Judge. The successful applicant will be responsible for the following duties:

Qualifications:

- Applicant must be a high school graduate or equivalent and must have two years of general experience and six years specialized experience. Progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing
- Progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

Information:

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.
- This position is subject to mandatory participation for payment of net salary, i.e., Direct Deposit. Employees of the United States District Court are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

How to apply:

Resume to be submitted to:

United States District Court
Attention: Chief Deputy
P. O. Box 727
Cheyenne, Wyoming 82003
(307) 772-2145 or
FAX at 307-772-2148

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview. All other applications will be kept on file with the Clerk for a period of one year.

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